



Job Title	Risk Supervisor, Occupational Health	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	18310

Class Specification – Risk Supervisor, Occupational Health

Summary Statement:

The purpose of this position is to provide operational and administrative oversight to the Occupational Health Clinic, Physical Therapy Clinic, and City Employee Medical Clinic. This is accomplished by overseeing the day to day operations of the medical clinic, serving as liaison between staff, health providers, and claim adjusters; maintaining and monitoring clinic budgets; electronic health record administrator; developing, reviewing, and updating all internal policy and procedures; and ensuring compliance with state and federal regulations. Other duties include overseeing medical surveillance program; working with fire medical staff; blood borne pathogens and infectious disease program; coordinating with nurses and clinics; and providing monthly, quarterly, and yearly reports on clinic statistics and budget management.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Oversees clinic operations by supervising clinic staff and monitoring delivery of patient services; provides new employee drug screening; assists in marketing programs; identifies and maintains a professional working relationship with all internal and external customers; and maintains on-site medical records administration to ensure compliance with all state and federal regulations.
25%	Supervises staff by hiring, promoting, assigning, counseling, and disciplining employees; supervising the work flow within the clinics; managing staff performance; coordinating staff development, certifications, and training of employees; and determining priorities of clinic activities based on available resources.
20%	Serves as liaison between claim adjusters and providers by monitoring patient services; reviewing electronic health record; educating staff on medical issues and Workers' Compensation Treatment Guidelines. Works with providers to coordinate an overall treatment plan to ensure cost containment and best medical care while meeting state and other regulatory guidelines.
15%	Administers electronic health records by setting up and controlling the rights, tables, contracts, and reports. Works with the providers on the templates; coordinates upgrades, and maintains certifications.



Job Title	Risk Supervisor, Occupational Health	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	18310

5%	Oversees budget by developing the clinic budgets; utilizing administrative guidelines; overseeing the purchasing of equipment, supplies, training, and staffing to ensure budget compliance; and reconciling petty cash.
5%	Oversees medical surveillance by providing hearing tests, pulmonary function tests, and immunization programs to employees. Serves on committees for the Fire Department and Police Department fitness programs; works with Fire Medical; and responds to infectious disease questions.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, medical records, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in Nursing, or related field, and requires a current Colorado RN License.

Experience: Five years full-time responsible clinical nursing experience with a minimum of two years' experience in an Occupational Health Clinic, and a minimum of two years supervisory experience.



Job Title	Risk Supervisor, Occupational Health	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	18310

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
BLS for Healthcare Providers (CPR/AED)	Upon hire
Colorado RN license	Upon hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally



Job Title	Risk Supervisor, Occupational Health	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	18310

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, and medical equipment.

Specialized Computer Equipment and Software: Microsoft Office and electronic health record software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015